

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 4, 2015**

**Closing Date: September 9, 2015**

**Administrative Specialist II (Pay Grade 8)  
Criminal Division, Misdemeanor Trial Unit, New Castle County**

**Job Responsibilities and Duties:** This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Misdemeanor Trial Unit; DUI section, in the New Castle County office. The duties entail setting up DUI files, providing discovery, filing documents, running criminal record checks, typing informations, requesting reports, ensuring all DUI files have all required documents, collecting all files for DUI calendar assembly. Also includes duties such as maintaining all gas chromatograph records for each blood analysis for NCC DUI cases, preparing other legal correspondence as needed by Deputy Attorneys General and managing a heavy telephone volume in addition to participating in the main Criminal Receptionist rotation when the main Receptionist is absent or on break.

**Minimum Qualifications:** Must be detail-oriented, well-organized and proficient in Microsoft Word and DELJIS. Must have the ability to interact professionally with members of the public, including victims, defendants and defense attorneys. Must maintain a productive working relationship with court staff. Must be able to answer telephones and take accurate messages.

**Internal Applicants:** Please send an updated Resume or a summary of work experience to the Director of Human Resources.

**External Applicants:** Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6<sup>th</sup> Floor, Carvel State Building, Wilmington, DE 19801 or e-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or fax to 302-577-5866.